



HSE Operation Guide

Document Number: CLADDING-HSE-PD-41

Chapter 1 General Provisions

Article 1 Purpose and Basis

To standardize the HSE operation behaviors of front-line employees in operations such as material storage and handling, equipment maintenance, transportation and distribution, and equipment installation and commissioning, clarify the practical operation specifications, key risk control points and emergency disposal procedures for each link, prevent work safety accidents, occupational health injuries and environmental pollution incidents, these Guidelines are formulated in accordance with the Work Safety Law of the People's Republic of China, the Regulations on the Safety Management of Hazardous Chemicals, the HSE Operation Specifications of COMPANY, the HSE Practical Guide for Material and Equipment Business of COMPANY, and the company's HSE management system documents.

Article 2 Scope of Application

1. Post Scope: Covering all front-line operation posts of the company, including warehouse administrators, forklift drivers, crane operators, maintenance technicians, transportation drivers, escorts, and equipment installers;
2. Operation Scope:
 - Material Storage: Stacking/delivery of general materials, storage of hazardous materials (anti-corrosion coatings, hydraulic oil, welding gas);
 - Loading and Unloading Operations: Forklift loading and unloading, crane hoisting ($\leq 50t$);
 - Equipment Maintenance: Hot work (welding/cutting), work at height ($\leq 10m$), confined space (storage tank/pipeline) operations;
 - Transportation and Distribution: Road transportation of general materials, short-distance escort of hazardous materials, transfer of over-limit equipment (large valves/pump bodies);
 - Equipment Installation: On-site positioning of purchased equipment, pipeline connection, and power-on commissioning.

Article 3 Core Principles

1. Step-by-step Operation: Each type of operation is divided into three stages: "pre-operation preparation → in-operation operation → post-operation cleaning", with clear HSE requirements for each step;
2. Point-to-point Risk Control: For potential risks in each operation step, mark "prohibited items" and "mandatory items";
3. Simplified Emergency Response: Attach a "1-minute emergency procedure" to each operation link to ensure employees can respond quickly;
4. Executable by All: Use plain language and combine pictures with text, avoid stacking professional terms, and be suitable for front-line employees to quickly consult.

Chapter 2 HSE Guidance for Material Storage Operations

Article 4 General Material Stacking Operations (Warehouse Administrators)

1. Pre-operation Preparation (Mandatory Items)

1. Environment Inspection:

- Confirm that the ground of the storage area is flat and the load-bearing capacity meets the standard ($\geq 2t/m^2$ for general material areas), with no water accumulation or oil stains;
- Check that the width of the fire-fighting channel is $\geq 1.5m$, emergency exits are not blocked, and the lighting brightness is $\geq 300lux$;

1. Material Verification:

- Classify materials according to the principle of "heavy materials at the bottom, light materials on top; large materials at the bottom, small materials on top". It is strictly prohibited to mix flammable and explosive materials (such as paint buckets) with general materials;
- Confirm that the material packaging is intact without damage or leakage (the moisture content of carton materials is $\leq 15\%$);

1. Tool Preparation:

- Prepare anti-toppling baffles (height $\geq 1/3$ of the material stacking height), pallets (intact without cracks), and gloves (anti-slip nitrile material).

2. In-operation Operation (Prohibited Items: Excessive Stacking Height, Inclined Stacking)

Operation Step	HSE Operation Specifications	Key Risk Control Points
----------------	------------------------------	-------------------------

1. Pallet Placement	Place pallets in the center, with a distance of $\geq 0.3\text{m}$ from surrounding pallets. It is strictly prohibited to exceed the yellow line range of the storage area	Prevent material collapse caused by pallet deviation. Check the flatness of pallets with a level every day
2. Material Stacking	- Steel materials: Single-layer stacking height $\leq 1.2\text{m}$, with a distance of $\leq 0.5\text{m}$ between sleepers in each layer; - Carton materials: Stacking height ≤ 5 layers, total height $\leq 2\text{m}$; - Pipe fittings: Classified and stacked, with pipe orifices facing the same direction	Check the verticality after stacking each layer (deviation $\leq 5^\circ$), adjust immediately if inclination is found. It is prohibited to step on the material stack
3. Label Posting	Paste identification cards (name, specification, storage date, height limit) on each stack of materials, with the identification cards facing the channel	Prevent wrong taking and placing, facilitate subsequent delivery inspection. Verify the identification cards once a week

3. Post-operation Cleaning

1. Return the remaining materials to the temporary storage area. It is prohibited to stack them in the channel or around fire hydrants;
2. Clean up scattered materials on the ground (such as packaging debris) and put them into "recyclable/non-recyclable" trash cans by category;
3. Fill in the Warehouse Stacking Inspection Record Form, recording the number of stacks, location, and abnormal conditions (such as moisture, deformation).

4. 1-minute Emergency (Stack Collapse)

1. Immediately evacuate to the safe area on the side of the stack (away from the collapse direction). It is prohibited to attempt to rescue by hand;
2. Call the on-site emergency phone (posted at the entrance of the warehouse area), and state that "the stack in XX area has collapsed, and no one is trapped";

3. After the rescue team arrives, assist in transferring the non-collapsed materials with a forklift. It is prohibited to clean up the ruins alone.

Article 5 Hazardous Material Storage Operations (Full-time Hazardous Material Administrators)

1. Pre-operation Preparation (Mandatory Items)

1. Qualification Verification: Confirm that you hold the Hazardous Material Management Qualification Certificate. It is strictly prohibited to operate independently without the qualification certificate;
2. Warehouse Inspection:
 - The ventilation equipment of the explosion-proof warehouse operates normally (ventilation ≥ 6 times per hour), and the temperature and humidity meter shows: temperature 10-30°C, humidity $\leq 65\%$;
 - Check that the fire-fighting equipment (dry powder fire extinguishers, fire-fighting sand) is within the validity period, and the explosion-proof lamps are not damaged;
1. Material Verification:
 - Check the MSDS (Material Safety Data Sheet) to confirm the storage requirements of materials such as hydraulic oil and welding gas (e.g., the distance between oxygen and acetylene is $\geq 5\text{m}$);
 - Check the packaging of hazardous materials: no leakage from hydraulic oil barrels, valves of gas cylinders closed, and shock-absorbing rings intact.

2. In-operation Operation (Prohibited Items: Mixed Storage, Knocking Cylinders)

Type of Hazardous Material	Storage Specifications	Operation Taboos
Hydraulic Oil (Flammable)	- Stored separately in the explosion-proof area, with a distance of $\geq 10\text{m}$ from fire sources (such as distribution boxes); - Oil barrels placed upright, with a distance of $\geq 0.5\text{m}$ between barrels, stacking height ≤ 2 layers; - Check the tightness of oil barrels daily, and immediately	- Smoking and using mobile phones in the storage area are prohibited; - Knocking oil barrels with iron tools is prohibited; - Inverting oil barrels or stacking more than 2 layers is prohibited

	block with absorbent cotton if leakage is found	
Welding Gas (Oxygen/Acetylene)	- Stored in separate warehouses, with a distance of $\geq 10\text{m}$ between oxygen warehouse and acetylene warehouse; - Cylinders fixed upright (with iron chains or brackets), away from heat sources; - Pressure reducing valves and pressure gauges verified to be qualified (within validity period)	- Mixing different gas cylinders is prohibited; - Rolling cylinders on the ground is prohibited; - Opening and closing valves to release pressure in the storage area is prohibited

3. Post-operation Cleaning

1. Turn off the ventilation equipment and explosion-proof lamps of the warehouse, and lock the warehouse door (double locks with two persons);
2. Fill in the Hazardous Material Storage Log, recording the temperature and humidity, quantity of materials, and abnormal conditions;
3. Wash hands for disinfection (use a special cleaning agent after contacting hydraulic oil). It is prohibited to eat without washing hands.

4. 1-minute Emergency (Gas Leakage)

1. Immediately put on the gas mask (spare at the entrance of the storage area), and close the valve of the leaking cylinder (tighten clockwise);
2. Turn on the warehouse ventilation equipment, evacuate to the upwind safe area, and call the emergency phone;
3. If the leakage cannot be controlled, set up a warning area (radius 15m), prohibit irrelevant personnel from entering, and wait for professional disposal.

Chapter 3 HSE Guidance for Loading and Unloading Operations

Article 6 Forklift Loading and Unloading Operations (Forklift Drivers)

1. Pre-operation Preparation (Mandatory Item: Pre-job Inspection)

1. Qualification and Protection:

- Confirm that the Special Equipment Operation Certificate is within the validity period, and wear anti-smashing safety shoes and reflective vests;
- Operation under the influence of alcohol or fatigue (continuous work ≥ 8 hours) is prohibited, and the pre-job alcohol test must be qualified;

1. Vehicle Inspection (Implemented in accordance with the Forklift Pre-job Inspection Checklist):

- Braking System: Test braking with empty vehicle, braking distance ≤ 3 m (vehicle speed 5km/h);
- Steering System: Flexible steering without jamming, normal air pressure of steering tires;
- Fork and Lifting System: Forks without deformation or cracks, consistent tension of lifting chains (sag ≤ 20 mm);
- Instruments and Lights: Sufficient power/fuel, normal headlights, turn signals, and horn.

2. In-operation Operation (Prohibited Items: Overloading, Sudden Braking)

Operation Step	HSE Operation Specifications	Key Risk Control Points
1. Starting and Driving	<ul style="list-style-type: none">- Sound the horn twice before starting, and observe surrounding personnel and obstacles;- Driving speed: ≤ 5km/h in the warehouse, ≤ 10km/h outdoors; - Decelerate when turning (≤ 3km/h), sharp turns are prohibited	<ul style="list-style-type: none">- Carrying people (except in the driver's cab) is prohibited; - Two or more forklifts driving in parallel are prohibited; - The horn must be sounded when passing through passage entrances and corners
2. Forking Materials	<ul style="list-style-type: none">- Adjust the distance between forks to align with the center of gravity of the materials, and the insertion depth of forks into the pallet is $\geq 2/3$; - Lift the forks to 10-15cm above the ground, and drive after confirming stability; - When forking	<ul style="list-style-type: none">- Overloading is prohibited (the rated load of the forklift is ≤ 3t, exceeding by 10% is strictly prohibited); - Forking materials with a single fork is prohibited; - Personnel standing under

	ultra-high materials ($\geq 1.5\text{m}$), there must be someone guiding	the lifted forks is prohibited
3. Unloading Materials	- Drive to the storage area, lower the forks slowly (speed $\leq 5\text{cm/s}$), and confirm the pallet is stable; - Drive away slowly after the forks are completely withdrawn, and sound the horn to indicate; - Check whether the materials are inclined or displaced after unloading	- Lowering the forks while driving is prohibited; - Colliding with surrounding materials during unloading is prohibited; - Unloading on slopes (slope $> 5^\circ$) is prohibited

3. Post-operation Cleaning

1. Park the forklift in the designated area, lower the forks to the ground, pull the handbrake, and turn off the power/engine;
2. Clean up debris on the forks (such as packing straps), and check whether the forks and tires are damaged;
3. Fill in the Forklift Operation Log, recording the operation duration, type of materials, and abnormal conditions of the vehicle.

4. 1-minute Emergency (Forklift Collision)

1. Immediately stop the vehicle, pull the handbrake, turn off the power, and check whether you are injured (such as fractures caused by impact);
2. If a person is hit, immediately call 120, assist the injured person to lie flat, and do not move them randomly;
3. If materials are hit, set up a warning area to prevent secondary collapse, and report to the team leader to wait for disposal.

Article 7 Crane Hoisting Operations (Crane Operators + Commanders)

1. Pre-operation Preparation (Mandatory Item: Double-person Confirmation)

1. Personnel Division of Labor:
 - Operator: Hold the Crane Operation Certificate and inspect the equipment;

- Commander: Hold the Hoisting Command Certificate and prepare command flags/walkie-talkies (explosion-proof type);

1. Equipment Inspection:

- Lifting Tools: Wear of steel wire ropes $\leq 10\%$, anti-drop devices of hooks intact, no cracks in lifting rings;

- Instruments: Torque limiters and height limiters are normal, and the anemometer shows wind force \leq Level 6 (hoisting is prohibited if exceeding);

1. On-site Preparation:

- Clean the hoisting area (radius 10m), set up warning tapes, and prohibit non-operation personnel from entering;

- Confirm the center of gravity of the hoisted object: Large valves (DN800) need to be hoisted with double hooks at four points, and sleepers are used for anti-slip.

2. In-operation Operation (Prohibited Items: Inclined Pulling and Hoisting, Unattended Command)

Operation Step	Operator Specifications	Commander Specifications
1. Lifting Tool Connection	- Lift the lifting tool slowly to align with the lifting points of the hoisted object; - Sound the horn to indicate after confirming the connection is firm; - Inclined pulling of the hoisted object with the lifting tool is prohibited	- Use command flags to indicate "hook lifting" and confirm the alignment of lifting points; - Observe the balance of the hoisted object and immediately indicate "stop" if deviation is found
2. Hoisted Object Lifting	- Lifting speed $\leq 0.5\text{m/s}$, pause when the hoisted object is 30cm above the ground; - Check the stress of the lifting tool and the balance of the hoisted object, and continue lifting if there is no abnormality; - The height of the hoisted	- Command the hoisted object to move slowly, avoiding personnel and equipment; - Communicate "lift/lower/stop" in real time with a walkie-talkie; - Passing the hoisted object over personnel's heads is prohibited

	object is more than 50cm higher than obstacles	
3. Hoisted Object Positioning	- Lower the hoisted object slowly (speed $\leq 0.3\text{m/s}$), and decelerate when approaching the ground; - Check the stability after positioning, and release the hook only when there is no inclination; - Sudden braking and sudden lowering are prohibited	- Command the hoisted object to be accurately positioned and aligned with the installation benchmark; - Indicate "hook release" after positioning, and command evacuation only after confirming the lifting tool is detached

3. Post-operation Cleaning

1. Lifting Tool Recovery: Coil the steel wire ropes neatly, lift the hooks to the upper limit position, and turn off the equipment power;
2. On-site Cleaning: Remove the warning tapes and check whether there are scattered parts (such as bolts) in the hoisting area;
3. Record Filling: Fill in the Hoisting Operation Record Form, recording the weight of the hoisted object, time, and abnormal conditions.

4. 1-minute Emergency (Hoisted Object Falling)

1. The operator immediately cuts off the power and prohibits moving the crane;
2. The commander immediately evacuates personnel to the safe area (15m away from the upwind direction) and calls the emergency phone;
3. If there are trapped personnel, the rescue team uses jacks to support the hoisted object. Blind rescue is prohibited.

Chapter 4 HSE Guidance for Equipment Maintenance Operations

Article 8 Hot Work (Maintenance Technicians + Guardians)

1. Pre-operation Preparation (Mandatory Item: Double Certificates Complete)

1. Permit Handling:
 - The guardian applies to the HSE Department for the Hot Work Permit (single validity period 8 hours);

- Confirm the hot work area: Keep away from flammable materials (such as oil barrels), and clean up cotton yarn and cartons within a radius of 10m;

1. Protection and Detection:

- Personnel Protection: The operator wears anti-static clothing and a protective mask, and the guardian holds a fire extinguisher (4kg dry powder);
- Gas Detection: Detect with a combustible gas detector, concentration $\leq 10\%$ LEL (re-detect every 2 hours);

1. Emergency Preparation:

- Prepare a fire blanket (covering under the hot work point), fire-fighting sand (20kg), and an emergency bucket (filled with water).

2. In-operation Operation (Prohibited Items: Hot Work Without Permit, Unattended Guardianship)

Operation Step	Operator Specifications	Guardian Specifications
1. Pre-hot Work Confirmation	- Check that there is no air leakage in the welding torch and cutting torch, and the ground wire is firmly connected; - Test weld for 10cm to confirm normal flame (blue flame); - Hot work on wet ground is prohibited	- Recheck the combustible gas concentration, and indicate "hot work allowed" after qualification; - Check the positions of the fire blanket and fire extinguisher to ensure they are within easy reach; - Leaving the hot work area is prohibited (if it is necessary to leave, hot work must be stopped)
2. Hot Work Operation	- Maintain a 45° electrode angle during welding to avoid spark splashing; - Push slowly during cutting to prevent slag dripping; - Rest for 5 minutes after every 30 minutes of operation, and	- Observe the direction of sparks in real time, and cover flammable materials with a fire blanket; - Record the gas detection data every 2 hours; - Immediately indicate "stop" if a fire occurs, and put out the

	check the temperature of the welding torch	fire with a fire extinguisher
3. Temporary Stop	- Turn off the valves of the welding torch/cutting torch and pull out the power plug; - Place the welding torch on the fire-proof pad, and prohibit direct contact with the ground; - Clean up the surrounding slag (cool down with water)	- Cover with a fire blanket and check for residual fire; - Record the stop time, and re-detect the gas concentration before resuming hot work

3. Post-operation Cleaning

1. Operator: Turn off the gas source and power supply, cool the welding torch (≥ 30 minutes), and recover the tools;
2. Guardian: Check the hot work point (confirm no residual fire by pouring water), and clean up the fire blanket and fire-fighting sand;
3. Jointly fill in the Hot Work Record Form and cancel the Hot Work Permit.

4. 1-minute Emergency (Hot Work Fire)

1. The guardian immediately puts out the fire with a fire extinguisher (aiming at the root of the flame), and the operator turns off the gas source;
2. If the fire is large, call 119, evacuate to the safe area, and set up a warning area;
3. After the fire is extinguished, check for re-ignition and report to the HSE Department to investigate the cause.

Chapter 5 HSE Guidance for Transportation and Distribution Operations

Article 9 Hazardous Material Transportation Operations (Drivers + Escorts)

1. Pre-operation Preparation (Mandatory Item: Double-person Verification)

1. Qualification and Protection:
 - Driver: Hold the Hazardous Material Driver's License and Professional Qualification Certificate, and pass the pre-job alcohol test;

- Escort: Hold the Hazardous Material Escort Certificate and wear anti-static clothing and anti-slip shoes;

1. Vehicle Inspection:

- Vehicle: Clear hazardous material transportation marks, online satellite positioning system, and intact explosion-proof tires;

- Emergency Materials: Leakage treatment kit (absorbent cotton, explosion-proof tools), gas masks (2 sets), fire extinguishers (2 pieces of 4kg);

1. Material Inspection:

- Hydraulic Oil Barrels: Tight sealing caps, firmly fixed (bound with ropes, no shaking);

- Gas Cylinders: Fixed upright, valves closed, shock-absorbing rings intact, and distance from the driver's cab $\geq 3m$.

2. In-operation Operation (Prohibited Items: Fatigue Driving, Unauthorized Parking)

Role	HSE Operation Specifications	Key Risk Control Points
Driver	<ul style="list-style-type: none"> - Sound the horn before starting, check the rearview mirror, and confirm no personnel around; - Driving speed: $\leq 60km/h$ on national highways, $\leq 80km/h$ on expressways; - Continuous driving ≤ 4 hours, rest ≥ 20 minutes (enter the service area) 	<ul style="list-style-type: none"> - Sudden braking and sharp turns are prohibited (to prevent oil barrels from toppling); - Parking around schools and residential areas is prohibited; - Communicate with the escort via walkie-talkie every 2 hours
Escort	<ul style="list-style-type: none"> - Sit in the co-pilot seat throughout the journey and observe the material status (such as whether there is leakage from oil barrels); - Fill in the Hazardous Material Transportation Inspection Record (once every 2 hours); - Present the Hazardous Material 	<ul style="list-style-type: none"> - Immediately signal the driver to stop if leakage is found; - Inspecting materials while the vehicle is moving is prohibited; - Approaching of irrelevant personnel to the vehicle is prohibited

	Transportation Permit when inspected	
--	---	--

3. Post-operation Cleaning

1. Park the vehicle in the designated hazardous material area, pull the handbrake, turn off the engine, and lock the door;
2. The escort inspects the materials: No leakage from oil barrels, closed cylinder valves, and intact fixed ropes;
3. Jointly fill in the Hazardous Material Transportation Log, recording the driving route, weather, and abnormal conditions.

4. 1-minute Emergency (Material Leakage)

1. The driver immediately stops the vehicle (away from fire sources and water sources), pulls the handbrake, and sets up warning signs (triangular blocks, warning lights);
2. The escort wears a gas mask, blocks the leakage point with absorbent cotton (for hydraulic oil), and collects the leaked material (random dumping is prohibited);
3. Call the emergency phone, stating that "hazardous material leakage occurs on XX road section, no personnel injured", and wait for professional disposal.

Chapter 6 HSE Guidance for Equipment Installation Operations

Article 10 Equipment Power-on Commissioning Operations (Installers + Electricians)

1. Pre-operation Preparation (Mandatory Item: Power-off Inspection)

1. Personnel Division of Labor:
 - Installer: Check the equipment positioning (such as the levelness of the pump body);
 - Electrician: Hold the Electrician Certificate and inspect the electrical lines;
1. Electrical Inspection:
 - Lines: No damage to the insulation layer, tight terminal blocks, correct color distinction of phase wires/neutral wires/ground wires (red/blue/yellow-green);
 - Equipment: Grounding resistance $\leq 4\Omega$ (detected with a grounding resistance tester), leakage protector operating current $\leq 30\text{mA}$;
1. Protection Preparation:

- Personnel: Wear insulating gloves and insulating shoes, and the electrician carries a test pen (verified to be qualified);
- On-site: Set up "Danger of Electricity" signs, pull up warning tapes, and prohibit non-operation personnel from entering.

2. In-operation Operation (Prohibited Items: Live Wiring, Single-hand Operation)

Operation Step	Electrician Specifications	Installer Specifications
1. Line Connection	<ul style="list-style-type: none"> - Confirm that the main power supply is turned off (test with a test pen to confirm no electricity) before wiring; - Connect phase wires to L terminals, neutral wires to N terminals, and ground wires to PE terminals; - Pull the wires forcefully after wiring to confirm no looseness 	<ul style="list-style-type: none"> - Assist in fixing the lines (with cable clamps) to avoid the lines winding around the equipment; - Check that the distance between the equipment and the lines is $\geq 10\text{cm}$ to prevent friction damage
2. Power-on Test	<ul style="list-style-type: none"> - Turn on the main switch first, then the equipment switch, and observe the instrument display; - Test the leakage protector (press the test button, it should trip); - Operating switches with wet hands is prohibited 	<ul style="list-style-type: none"> - Observe the equipment operation status (such as whether the motor rotation direction is correct); - Listen to the operation sound (no abnormal noise), and measure the bearing temperature ($\leq 60^\circ\text{C}$); - Immediately signal "power off" if an abnormality is found
3. Load Commissioning	<ul style="list-style-type: none"> - Gradually increase the load (from 50%→80%→100% rated load); - Monitor the current in real time (not exceeding 1.1 times the rated current); - 	<ul style="list-style-type: none"> - Check for leakage at the equipment connection parts (such as pipeline flanges); - Record the commissioning data (current, temperature, pressure); - Overload

	Immediately cut off the power if the limit is exceeded	commissioning (exceeding 10% of the rated load) is prohibited
--	--	---

3. Post-operation Cleaning

1. Electrician: Turn off the main power supply, lock the distribution box, and post the "equipment commissioned and qualified" sign;
2. Installer: Clean up the commissioning tools (such as wrenches, multimeters) and recover the warning tapes;
3. Jointly fill in the Equipment Commissioning Record Form, recording the commissioning results, abnormal conditions, and handling measures.

4. 1-minute Emergency (Electric Shock)

1. The electrician immediately cuts off the main power supply (or uses an insulating rod to pick off the wires). Direct contact with the electrocuted person is prohibited;
2. The installer assists in transferring the injured person to a ventilated place, checks consciousness and breathing, and immediately performs cardiopulmonary resuscitation if breathing stops;
3. Call 120, stating that "an electric shock accident has occurred, and first aid has been carried out", and wait for the medical staff to arrive.

Chapter 7 Supplementary Provisions

Article 11 Training and Assessment

1. Training Requirements:
 - New employees: Must complete the training on these Guidelines (no less than 8 class hours) before taking up their posts, and pass the practical operation assessment (such as forklift loading and unloading, hot work simulation) to operate independently;
 - On-the-job employees: Re-training once a quarter (no less than 2 class hours), focusing on assessing the emergency disposal process;
1. Assessment Methods:
 - Theory: Online test (80 points to pass);
 - Practical Operation: On-site demonstration of operation steps (such as crane hoisting command, hazardous material leakage disposal).

Article 12 Revision and Update

1. These Guidelines shall be revised once every six months and adjusted according to the following circumstances:

- Update of national laws and regulations (such as revision of the Work Safety Law);
 - New operation types added by the company (such as installation of new equipment);
 - Accident lessons (such as adding control points after an accident occurs in a certain type of operation);
1. After revision, the Guidelines must be reviewed by the HSE Department and approved by the in-charge leader, and re-issued to front-line posts.

Article 13 Appendices

1. Appendix A: List of HSE Responsibilities for Operation Posts (Warehouse Administrators, Forklift Drivers, etc.);
2. Appendix B: Pre-operation Inspection Record Forms (Forklifts, Cranes, Hot Work);
3. Appendix C: Emergency Contact List (Company HSE Department, Local Fire Department/Hospital);
4. Appendix D: Comparison Table of Common Operation Risks and Emergency Procedures.